



Department of Energy

Washington, DC 20585

Date: June 20, 2006

Re: Electronic Filing & Prosecuting, Internal Patent Instruction for Patent Counsel

With the launching of the PTO's EFS-Web, we are now filing and prosecuting applications electronically, however, we are not mandating that the field office file and prosecute electronically. For electronic filing, several approaches are available: 1) the field office would file electronically on its own behalf but would notify HQ in a timely fashion so that HQ would pay any fees electronically upon notification, (in order to avoid paying a late fee, payment must be made on the same day that the document is filed) or 2) the field office submit the required documents electronically to HQ so that HQ can file and pay any fees electronically. If the field office is unable to send the document as a PDF to HQ, then a facsimile submission to HQ will suffice and HQ will create the PDF document required for electronic filing. For any appeals, petitions and extensions to be filed electronically, fees will have to be paid at time of filing. These documents can only be filed through HQ per 2) above. Additionally, given that EFS-Web submissions are available for viewing in Private PAIR within hours if the filer is a registered filer, it is recommend that all field patent counsel who will utilize the EFS Web become registered filers.

A handwritten signature in black ink, appearing to read "Paul A. Gottlieb", is written over the printed name.

Paul A. Gottlieb
Assistant General Counsel

for Technology Transfer and Intellectual Property

